

Adopted: May 19, 2008
Revised: January 19, 2010
Revised: December 17, 2013
Revised: December 21, 2015
Revised: August 20, 2018

**Chaplin Public Library
Chaplin, Connecticut**

Bylaws of the Board of Trustees

I—Name and Affiliation

The name of this organization shall be “The Board of Trustees of the Chaplin Public Library of Chaplin, Connecticut.

The Library Board of Trustees is an elected board of the town of Chaplin, charged with overseeing the operation of the Chaplin Library.

The Library is funded by the town of Chaplin and various other fundraising activities. Funds from the latter are deposited in the Special Revenue account for the Library. Bills are paid by the Town Accountant from money allotted to the Library budget.

II—Mission

We endeavor to enrich the community by connecting people to the world of ideas, information and imagination to support their work, education, personal growth, and enjoyment.

III—Board of Trustees

The following process is defined in state statute and by town ordinance. Election to membership to the Board of Trustees is by town election. Every 2 years one third (1/3) of the membership will be up for election for a term of six (6) years. The Board of Trustees consists of six (6) members. Any resignations of a member of the Board should be submitted, in writing, to the Chairperson of the Board of Trustees and the Town Clerk, who in turn, according to town ordinance, will notify the First Selectman, in writing, that a vacancy exists. The Board has thirty (30) days to fill the vacancy. If the Board does not act within 30 days, the Board of Selectmen will then act to fill the vacancy.

IV—Roles and Responsibilities of the Board of Trustees

An effective public library board of trustees consists of informed and dedicated citizens. The board fulfills ethical, legal, and fiduciary responsibilities by:

1. Employing a qualified library director and understanding the director’s roles and responsibilities.
2. Setting service-oriented library policies which uphold the principles of equal access to information and the free exchange of ideas.

3. Adopting written policies including but not limited to: Personnel, Collection Development, Circulation, Confidentiality of Records, Materials Selection, Handling of Complaints, Patron Behavior, Meeting Room Use, Displays, Public Relations, and Utilization of Volunteers.
4. Working to secure an appropriate funding level for facilities, technology, hours of operation, collections and staff.
5. Guiding the management and maintenance of library facilities and assets and expending financial resources judiciously.
6. Reviewing the current status of the Library budget every quarter, (September, December, March, and June).
7. Knowing and observing applicable municipal, state, and federal laws and regulations that affect Library operation, such as minimum wage, hiring practices, criminal theft of library materials, privacy, Freedom of Information Act (FOIA), etc.
8. Working with the director to develop and implement a written plan for maintenance and improvement of library services.
9. Evaluate annually, the performance of the Library Director using the Evaluation process outlined in the Personnel Policy (Refer to Personnel Policy for hiring process for Library Director.)
10. Read board meeting minutes and other materials sent out before the board meeting.
11. Ensure that meeting records are kept on file and the “Policy Manual” is kept current for access by the public and volunteers.

The Board, at their November meeting, shall review the state calendar and confirm the Holiday hours and meeting dates for the coming year. The following holidays will be considered: New Year’s Eve, New Year’s Day, Martin Luther King, Jr. Day, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving and the day after Thanksgiving, and Christmas Day.

Library Trustee Responsibilities

Become informed about the structure of the board and the needs of the Library in relation to the community:

- Responsibilities and expectations
- Library and board goals and long range plans
- Library and board accomplishments
- Trustee roles in relationship to the library director
- Library’s relationship to the Connecticut State Library, the Association of Connecticut Library Consortium and network consortium (if applicable).

V—Library Staff

The Board shall appoint a Library Director who shall be the administrative officer of the Library on behalf of the Board and under its review and direction. The Library Director and Board of Selectmen shall be responsible for hiring staff. The Library Director shall be responsible for:

- Direction and supervision of staff
- Care and maintenance of library property
- Selection of books and materials in keeping with the stated policy of the Board
- Efficiency of library services to the public
- Financial operations within the limitations of the budget.

VI—Officers

The Board shall elect the following officers:

- Chairperson
- Vice Chairperson

Officers as defined in state statutes shall serve a term of one year, or until their successors are duly elected. Officers shall be elected at the regular meeting of the Board of Trustees in November unless there is a vacancy or resignation from the Board.

Responsibilities of Officers

Chairperson

1. Preside over and conduct meetings of the members of the Board of Trustees.
2. Authorize calls for special meetings.
3. Appoint special committees and be an ex-officio member of all committees.
4. Act as a liaison with the town.
5. Create and approve agenda for the next month's meeting.
6. Send the approved agenda to the entire Board and Town Clerk one (1) week prior to the scheduled meeting. The agenda will be posted by the Town Clerk at the Town Hall within 24 hours of the scheduled meeting.

Vice Chairperson

1. Perform the duties of the Chairperson in his/her absence.
2. Assist the library director in the orientation of new Board members ensuring they receive copies of pertinent documents, e.g. ACLB Trustee Manual, Bylaws, Personnel Policy, and Job Descriptions, and have an opportunity to review the documents with opportunities for clarifications/explanations.

Recording Clerk

1. Record attendance at all meetings.
2. Produce a true and accurate record of all meetings of the Board of Trustees for distribution to Board members. Send original minutes to the Town Clerk and the Board within seven days after each meeting. File votes with the Town Clerk within 48 hours after each meeting.
3. Send the minutes to the Board, who will review them for approval.

VII—Meetings

In November, the Board of Trustees will determine meeting dates for the upcoming year. Special meetings will be held at the call of the Chairperson or by written request of 3 members to the Chairperson. The Board of Trustees is a “public agency” and must comply with Chapter 14 (Freedom of Information Act) of the Connecticut General Statutes. **See Appendix for State Statute.**

1. Every meeting must have an agenda filed in the Town Clerk’s office to be posted at least 24 hours before the meeting.
2. Special meeting agendas must specifically state each item to be discussed and it is only those items that can be discussed. Additions to the agenda are not permissible.
3. Executive Sessions: Certain portions of meetings may be closed to the public by a vote of 2/3 of the members present and voting. This vote must be conducted at a public session. These executive sessions can only be used for specific purposes, such as litigation or personnel matters. The motion to go into executive session must state the purpose of the session. No motions or votes can be taken during executive session. These must occur in the public portion of the meeting. **See Appendix for State Statute.**
4. The minutes of a meeting at which an executive session occurs must indicate all persons who were in attendance at the closed session. The minutes will indicate the time the executive session began and ended. Motions would be offered after the executive session ends.
5. A quorum shall consist of four (4) members—one member over half.
6. *Robert’s Rules of Order* is the governing authority for the conduct of meetings.

VIII—Committees

1. The Board shall appoint work teams to address issues and topics that emerge.
2. The full Board shall act as the Personnel Committee and implement the Performance Appraisal Process and the accompanying evaluation documents adopted by the Board on October 21, 2014. See Appendix for Documents
3. No committee, Chair, Vice Chair, or member of a committee shall authorize any expenses not listed within the Chaplin Library Budget without approval of the Board of Trustees.

Board of Trustees Calendar

Quarterly budget report by Director	September, December, March, and June
Submit annual report to the Board of Finance	January/February
Set meeting calendar for upcoming year	November
Director presents “goal” status report	January
<i>Distribute Library Director Performance Form to Board Members. Members return completed forms to Chair for summary.</i>	<i>May</i>
<i>Board presents summary to the Director. Director presents action plan and timeline for implementing goals to the Board.</i>	<i>June</i>

IX—Bylaw Review

1. Bylaws should be reviewed every three (3) years. **Next due in 2021.**
2. Bylaw revisions should be dated.
3. Bylaws and revisions to the bylaws must be filed with the Town Clerk by the Chairperson of the Board within 30 days of approval.

Appendices

1. Library Director Performance Review Form
2. Library Director’s Job Description
3. Assistant Librarian’s Job Description
4. State Statute for Chapter 14 Freedom of Information Act
<http://www.ct.gov/foi/cwp/view.asp?a=4161&Q=488540&foiNav=|>

Library Director Performance Review

Chaplin, CT

Approved October 21, 2014

Library Director (name): _____ Date: _____

Rate each item from 1-4 using the following: 1= rarely 2= sometimes 3= usually 4= nearly always
Leave blank any items you feel unable to evaluate

Librarian	Board Member(s)	A. Prepares and Manages the Budget
		Presents verbal monthly summary of budget status
		Makes viable recommendations to the Library Board regarding budget short falls
		Prior to budget preparation, performs research to identify potential cost increases (i.e. electricity, fuel, etc.)
		Provides comprehensive explanation (budget narrative) for all budget items
		Demonstrates knowledge of and compliance with budget management policies outlined by the Board of Finance
		Prepares preliminary annual budget for Board review
		Presents budget at Board of Finance Hearing in March
		Effectively allocates funds and operates within the budget
Comments:		

Librarian	Board Member(s)	B. Goals and Objectives / Program Planning
		Provides suggestions for long and short term goals for the Library.
		Develops activities and budget expenditures to support short and long-term Library goals.
		Develops long and short term goals for programming with input from the Board; prepares related programming recommendations and plans for implementation including cost projections
		Provides adequate and ongoing information to the Board on the status of the short and long-term goals and objectives.
Comments:		

Librarian	Board Member(s)	C. Technology
		Researches effective uses of technology to support the management of the library inventory and daily operations.
		Makes recommendations to the Library Board for upgrades to current technology
		Utilizes and ensures maintenance of technology to deliver, monitor, and enhance Library service, including the town website.
Comments:		

Librarian	Board Member(s)	D. General Administration / Customer Service
		Stays abreast of customer needs and translates needs and wants into acquisitions, programming and services
		Solicits feedback from customers in a systematic way to determine satisfaction levels.
		Ensures the development of new programs and services to cultivate increased participation and support of the community
		Reviews Library policies periodically and recommends appropriate revisions to the Board.
		Handles all aspects of library maintenance
		Is resourceful; makes the most of limited resources
Comments:		

Librarian	Board Member(s)	E. Managing Staff
		Trains staff and volunteers
		Organizes staff schedule and keeps Board advised of schedule changes
		Maintains personnel records to include performance evaluation
		Conducts formal performance reviews annually and reports results to the Board
		Solicits and maintains volunteer program
Comments:		

	Board Member(s)	F. Collection Development
		Systematically implements selection and weeding policies.
		Ensures the Library's collection reflects the Library's mission
Comments:		

Librarian	Board Member(s)	G. Implementation of Board Decisions
		Keeps the Board informed of library usage, activities, expenditures against the budget and problems.
		Implements Board decisions in a timely fashion.
		Implements personnel and all other policies adopted by the Board
Comments:		

Librarian	Board Member(s)	H. Professional Awareness
		Demonstrates creativity and initiative; is up-to-date on library-related trends, best practices, and new technologies
		Participates in professional activities
		Represents the Library in a professional and positive manner
		Maintains connections with professional organizations and networks with the small libraries in the region.
Comments:		

Librarian	Board Member(s)	I. Overall Performance Rating:
		Rating Average of all components
Comments:		

I, _____, Chairperson of the Chaplin Library Board of Directors, certify that I have reviewed this performance review with

_____, Director of the Chaplin Library, on _____.

I, _____, Director of the Chaplin Library, accept this performance review as written or with the following caveats:

The following goals and objectives have been established based on the performance review:

Town of Chaplin LIBRARY DIRECTOR POSITION DESCRIPTION
Approved by the Board of Selectmen on February 2, 2017

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NATURE OF WORK: This is a highly responsible, professional position planning, organizing and directing all phases of the daily operation of the library. The position requires knowledge and understanding of library procedures such as classification systems, reference sources cataloging and filing. Duties include budget development; grant writing, maintenance of the library, collection, and program planning and development. The Library Director should have knowledge and experience in executing strategy for this public organization, administrative practices and strong technology skills. The Library Director should be self-motivated with excellent communication and strong public service skills. The position requires independent judgment, initiative, maturity, observation, and communication skills. The position also requires attendance at all meetings of the Library Board of Trustees.

SUPERVISION RECEIVED: The Library Director performs work under the direct supervision of the Town of Chaplin Library Board of Trustees and the general supervision of the First Selectman.

SUPERVISION EXERCISED: The Library Director supervises all library staff and volunteers.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES: Plans and organizes the activities, programs and services of the Library according to perceived needs of the community, the Town, and seasonable needs. Performs all phases of the daily operation of the library in a professional manner. Performs near term and long range planning. Supervises, trains, develops and evaluates the performance of library staff and volunteers. Plans and implements staff development programs, including computer training. Schedules staff hours. Coordinates and supervises all volunteer activities. Writes recommendations for volunteers for schools and potential employers. Performs all facets of Customer service including, but not limited to, maintaining pleasant and accommodating atmosphere for patrons, understanding and staying abreast of customer needs, translating needs and wants into acquisitions, programming and services, soliciting feedback from patrons and creating and conducting patron surveys when necessary and tallying and displaying results to provide board with information regarding the needs of the community. Stays up-to-date on current library related trends and best practices through professional organizations and a small library network. Prepares and submits narrative and statistical reports including, but not limited to, 1) reports required by the State Library, state, town and federal governments; 2) annual State Aid to Libraries Grant; 3) annual Budget Request for Board of Finance; 4) Town of Chaplin Annual Report; and 5) Summary of reports required to the Library. Assists with grants such as "Discovery Grant," in which the library director is responsible for the research, ordering and processing of over 50 items for Preschool Backpacks (including covering, laminating, automating each item) and resolving billing issues with both the grant distributor and book supplier. Prepares and maintains statistical records of daily patron attendance by hour and by day; maintains circulation records; and creates documentation with patron usage information to visually represent library usage by day, time and month. Assigns or delegates duties as appropriate and necessary. Develops coalitions with other departments and community agencies to enhance programming and build relationships. Ability to work long hours, including weekends and evenings, as required. Regular attendance is a requirement of this position.

Establishes and maintains courteous working relationships with Town Officials, public officials, member of the general public, patrons, other departments and agencies, co-workers and volunteers. Performs a wide range of duties and responsibilities pertaining to technology, budget, collection development and programming as illustrated below:

Technological Functions :

- Works with the board, and town technology personnel, to advise, research, order, and implement new technology in accordance with board decisions.
- Assists patrons with computer and device use, and provide basic troubleshooting when necessary.

Budget

- Prepares an annual Budget for the Library in cooperation with the board.
- Presents prepared budget to the Board of Finance, and provides explanation for all budget items.
- Monitors and operates within the guidelines set forth by the Board of Finance.
- Monitors and makes recommendations to the Library Board regarding budget surplus and shortfalls.

Collection Development:

- Researches and utilizes various literary reviews, as well as patron requests and trends within the library to drive collection development.
- Orders materials through suppliers.
- Culls and discards materials that do not circulate, or are out of date.
- Maintains the automated database with additions and deletions from collection

Programming Research, Plans, and implements new and existing library programs.

- Creates and distributes advertising in support of library programming
- Creates annual Children's Summer Reading Program, promotes programs through advertising, and purchases prizes as incentives.
- Assists Preschool Playgroup program coordinator by creating and distributing advertising; providing literary resources that correspond to the weekly theme.
- Hosts Library Visit for CES preschoolers, in which librarian gives tour of facilities and reads stories.

OTHER JOB FUNCTIONS:

Performs related duties and responsibilities as required.

***** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*****

MINIMUM QUALIFICATIONS

Education and Experience:

Minimum of four years' experience; Degree in Library Science preferred but not required; or any equivalent combination of training and experience that provides knowledge, abilities and skills.

Knowledge, Skills and Ability :

Thorough knowledge of the principles and practices of library science.

Thorough knowledge of the bibliographic standard of cataloguing.

Thorough knowledge and experience in data entry, cataloguing, and online library systems.

Skilled in the ability to sensitively and effectively respond to inquiries and complaints from members of the public.

Ability to read, analyze and interpret business and professional journals, financial reports and legal documents.

Ability to perform mathematical calculations, prepare and analyze financial reports and to accurately account for Town funds.

Ability to effectively prepare and present information to the Board and members of the public.

Ability to relate to the public in a helpful, friendly and professional manner. Ability to work effectively with the Chaplin Library Board of Trustees, library staff and volunteers. Considerable ability to relate to persons of all ages.

Ability to work within the organizational framework of a public library. A positive and caring attitude and the ability to create an open and inviting atmosphere.

Ability to get to and from work, meetings, programs, training and/or sites to pick up materials, as required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch. The employee must have the ability to lift, move, reorganize and shelve books on a daily basis; which may weigh up to 25 pounds. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hand and arms. The employee may be required to climb stairs or ladders to various levels.

Specific vision abilities required for this job include close vision and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee must be able to hear normal sounds with the presence of background noise, as in hearing using a telephone. The employee must be able to work harmoniously, cooperatively and courteously with others at all times. The employee must be able to interact with people who are under physical and emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations. The employee must be able to respond to difficult situations, ease tensions and address disturbances.

A criminal background check will be conducted prior to employment.

THE TOWN OF CHAPLIN IS AN EQUAL OPPORTUNITY EMPLOYER

**** The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.****

Town of Chaplin LIBRARY ASSISTANT POSITION DESCRIPTION
Approved by the Board of Selectmen on _____

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NATURE OF WORK: Performs routine library functions and assists the Library Director. 10-12 hours per week.

SUPERVISION RECEIVED: Reports to the Library Director and the Library Board of Trustees.

SUPERVISION EXERCISED: occasionally will supervise volunteers in Director's absence

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Observes and implements library policies and procedures.
- Delivers strong customer service to patrons.
- Checks out, returns, and keeps records of library materials, including daypacks.
- Prepares books and materials for patron use.
- Catalogs books and materials.
- Provides reference service to patrons.
- Issues and replaces library cards for patrons.
- Collects overdue fines and materials.
- Performs routine filing and re-shelving.
- Performs basic file keeping and clerical activities.
- Inputs library holdings into automated circulation system.
- Assists patrons with computer use.
- Assists with library events and programs.
- Operates the library in the Director's absence, including opening and closing the building on many Saturdays.
- Assists with ordering Books, DVDs, and supplies.
- Conducts searches and makes requests for inter-library loans.

Technological Functions:

- Acts as an advisor in recommending all new aspects of technology pertinent to the library.
- Researches, installs and implements all new technology, such as automation program, e-book provider.
- Researches, orders and performs the physical set-up of new computers.
- Troubleshoots issues.
- Assists patrons with computer and device use.
- Researches effective uses of technology to support the management of the library inventory and daily operations.
- Makes recommendations to the Library Board for upgrades to current technology.
- Provides recommendations and cost estimates for identified technology needs.
- Implements Board decisions regarding technology upgrades.

Other Duties:

- Picks up and sorts mail (on days library is open).
- Other duties assigned by the Library Director and/or the Library Board of Trustees.

Collection Development:

- Researches and utilizes various literary reviews, as well as patron requests and trends within the library to drive collection development.
- Orders materials through suppliers.
- Prepares materials for circulation by adding MARC record to automation program and ReQuest database, creation of spine labels, covering.
- Culls and discards materials that do not circulate, or are out of date.
- Researches, installs and implements technology such as Verso, for automation, and Overdrive, for e-books
- Maintains Verso, the automated database with additions and deletions from collection

Programming:

- Plans and implements library programs.
- Prepares necessary paperwork for programming including contract for performers and library letterhead.
- Creates flyers and press releases necessary for adequate program advertising; delivers flyers to local establishments and Chaplin Elementary School.
- Writes up press release for local news such as The Chronicle.
- Purchases refreshments for programs.
- Creates annual Summer Reading Program, promotes programs through flyers and advertising, and purchases prizes as incentives for participating children.
- Performs the physical set-up and clean-up of furniture and refreshment table for programming.
- Plans and facilitates additional programming such as monthly Lego club, Gingerbread Party, etc.
- Assists Preschool Playgroup program coordinator by creating and distributing flyers advertising program in library and at CES, providing literary resources that correspond to the weekly theme.
- Hosts Library Visit for CES preschoolers, in which librarian gives tour of facilities and reads stories.

OTHER JOB FUNCTIONS:

Performs related duties and responsibilities as required.

***** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position*****

MINIMUM QUALIFICATIONS:

Education and Experience Associates Degree or comparable 2 years work experience in a library, including circulation.

Any equivalent combination of education and experience that provides a demonstrated ability.

Knowledge, Skills and Ability Proficiency in searches on electronic retrieval systems and online databases.

Knowledge of what resources are available and how to access them.

Excellent record-keeping and management skills.

Ability to work well with Librarian, Board, volunteers, and patrons.

Ability to use tools and equipment listed below.

Thorough knowledge of the principles and practices of library science.

Thorough knowledge of the bibliographic standard of cataloguing.

Thorough knowledge and experience in data entry, cataloguing, and online library systems.

Skilled in the ability to sensitively and effectively respond to inquiries and complaints from members of the general public.

Strong technology skills.

Ability to read, analyze and interpret business and professional journals, financial reports and legal documents.

Ability to perform mathematical calculations, prepare and analyze financial reports and to accurately account for Town funds.

Ability to effectively prepare and present information to the Board and members of the general public.

Ability to define problems, collect data, establish facts and draw valid conclusions.

Ability to relate to the public in a helpful, friendly and professional manner.

Ability to work effectively with the Chaplin Library Board of Trustees, library staff and volunteers.

Considerable ability to relate to persons of all ages.

Ability to effectively supervise staff and volunteers.

Ability to enforce regulations with firmness and tact.

Ability to work within the organizational framework of a public library.

A positive and caring attitude and the ability to create an open and inviting atmosphere.

Ability to maintain accurate reports.

Ability and willingness to develop and implement new programs and activities.

Ability to get to and from work, meetings, programs, training and/or sites to pick up materials, as required.

A criminal background check will be conducted prior to employment.

Licensure and Certification:

Must possess and maintain a valid Motor Vehicle Operator's License.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to speak; hear; walk; sit; stand, bend; stoop, or crouch. The employee must have the ability to lift, move, reorganize and shelve books on a daily basis; which may weigh up to 25 pounds. The employee must have the ability to routinely use hands, fingers and wrists for repetitive motion, to handle and/or feel equipment, objects, tools or controls; and reach with hand and arms. The employee may be required to climb stairs or ladders to various levels.

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